



ALUMNI COORDINATOR

Previous applicants will be considered and need not re-apply

The U.S. Consulate General in Sydney is seeking an individual for the position of Alumni Coordinator in the Public Affairs Section.

Salary: A\$76,846 p.a. + superannuation benefits

Full-time - Monday to Friday

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of university degree in liberal arts, education, social science or international relations is required.
2. Three years of progressively more responsible experience in program development and implementation, association management, professional experience in public speaking and customer service is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. In-depth knowledge of U.S. and Australian educational, business, or other institutions and associations obtained from documented personal or professional experience; sound working knowledge of political, economic, and social trends in both Australia and the United States is required.

For the full job description and how to apply please refer to the Employment Opportunities section on our website: <http://canberra.usembassy.gov>

Forward cover letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29

Martin Place SYDNEY NSW 2000 **by October 14, 2015.** Or email to:
[**sydrecruitment@state.gov**](mailto:sydrecruitment@state.gov)

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: ALUMNI COORDINATOR	POSITION GRADE LE- 8 (STARTING SALARY A\$76,846)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under the direct supervision of the Public Affairs Officer (PAO) at the U.S. Consulate General in Sydney and with guidance from Cultural Affairs Officer (CAO) at U.S. Embassy Canberra, the Alumni Coordinator based in Sydney is responsible for the development and coordination of engagement and related activities involving alumni of U.S. Government-funded exchange programs. The incumbent designs short and long-term strategies in support of Integrated Country Strategy goals and objectives. The geographic area of responsibility for this position encompasses Queensland, New South Wales, the Australian Capital Territory (ACT), and Western Australia.

Major Duties and Responsibilities

- In consultation with PAO, CAO, U.S. Mission staff, and the CPAO, support the development and implementation of the U.S. Mission's alumni outreach strategy. Organize and coordinate programs (representational events, conferences, workshops, meetings) that focus on or include USG exchange alumni participation.
- Support Mission efforts to create, maintain, or support alumni networks/associations, including Fulbright; through electronic correspondence and social media platforms, disseminate news and information of interest to alumni.
- Within the incumbent's geographic area of responsibility, curate the Mission's alumni contact management database in order to maintain current/active ties with USG exchange alumni. Prepare reports on alumni engagement for inclusion in the Mission Activity Tracker.
- Through both traditional and social media opportunities and in consultation with the PAO and Embassy Canberra IO, encourage and empower alumni to share their U.S. experience within their communities and the general public.
- Within the incumbent's geographic area of responsibility, serve as initial/primary contact for USG exchange alumni in fielding inquiries and requests for assistance or support that advance Mission goals.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of university degree in liberal arts, education, social science or international relations is required.
2. Three years of progressively more responsible experience in program development and implementation, association management, professional experience in public speaking and customer service is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. In-depth knowledge of U.S. and Australian educational, business, or other institutions and associations obtained from documented personal or professional experience; sound working knowledge of political, economic, and social trends in both Australia and the United States is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

OR email to: sydrecruitment@state.gov

THE DEADLINE FOR APPLICATIONS IS OCTOBER 14, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References